UTAH STATE OFFICE OF EDUCATION
DIRECT WRITING ASSESSMENT

Grades 5 and 8

2010

Measurement Incorporated Secure Testing (MIST)
Proctor Quick-Start Guide
and
Test Administration Manual

Utah State Office of Education

MI ® **MEASUREMENT** INCORPORATED

Overview

This quick reference is available for you (the proctor) to review the basic steps required to set up, administer and monitor a secure, online testing session using *MIST*.

The *MIST* application has two main screen interfaces: one for the student and one for the proctor (teacher)

1. **Tester Station (Student Screen)** is what the student uses to access a test.
2. **Proctor Station (Proctor Screen)** is what the proctor uses to access, start and monitor a test administration.

Once the *MIST* application is available, there are two main steps to set up each computer for testing:

      STEP I.   **Select a test** and **assign a student** to each computer

      STEP II.   **Select a test** from the Proctor Station and **start the testing session.**

If there are any questions about *MIST* before or during testing that the Quick-Start Guide does not answer, please contact the Utah DWA Technical Support staff at **(866) 691-1231.**

IMPORTANT NOTE:
FOR SECURITY PURPOSES, STEPS I and II SHOULD ONLY BE PERFORMED IMMEDIATELY BEFORE THE ACTUAL TEST SESSION BEGINS. ONCE STEP I IS COMPLETED, THE COMPUTERS ARE IN TEST MODE AND CANNOT BE USED FOR ANY OTHER PURPOSE UNTIL TESTING IS FINISHED.

INTRODUCTION

The Utah Direct Writing Assessment (DWA) is designed to measure students' mastery of the writing standards of the Utah Core Curriculum in Language Arts (grades five and eight). **The DWA is an untimed test**. It is important for the test administrator to ensure all students have adequate time during one seating/session to complete the test. This ensures that all students experience a similar (standardized) experience and that the results are reliable and valid. The test format and scoring system are aligned with the writing standards and objectives of the Language Arts Core Curriculum. There are two major objectives for administering the Utah Core Criterion-Referenced Tests:

- To provide an assessment of the extent to which individual students have mastered the content of a particular grade level in a Core subject area or a particular Core Curriculum course.

- To provide information for evaluating the strengths and weaknesses of instructional programs at the school or district level.

Considerations of Test Security and Testing Ethics

The Utah DWA is highly secure material and is provided to Utah school districts with the assumption that they will be treated securely. This means that only authorized personnel should interact with the tests.

It is extremely important that all staff members involved in the administration of these tests follow the directions for administering the test as outlined in this document. Also, students should carefully follow the written directions provided for them on their screen.

Under no circumstances should actual writing prompts from these tests be taught to students. Making hard-copies of the prompt, and/or student responses is not permitted. Such practices violate test security and are professionally unethical. According to state law, evidence of these illegal activities can result in the loss of teacher licensure. For further information regarding testing ethics and test security, see the Utah State Board of Education Rule R277-473 at http://www.rules.utah.gov/publicat/code/r277/r277-473.htm and the board approved Standard Test Administration and Testing Ethics Policy at http://www.schools.utah.gov/ARC/AAEthicsPolicy.pdf.

Guidelines for Assessment Accommodations

All Utah students enrolled in grades five (5) and eight (8) should participate to the fullest extent possible in the Direct Writing Assessment.

To obtain detailed information about the official state policy for assessment accommodations and modifications, examine the state document entitled *Requirements for Participation of Students with Special Needs in the Utah Performance Assessment System for Students (U-PASS)*. This document is available on the Utah State Office of Education website at http://www.schools.utah.gov/assessment/documents/Special_Needs_Accommodations_Policy.pdf

Marking Special Codes

In most cases, special codes are not used. When special codes are used, either a non-standard code or a non-participation code is selected.

Basic Rules

- Special codes are used only for a small percentage of students.
- A blank response will be interpreted as "not participating" in terms of accountability, unless a special code is identified for the test.
- **ALL student data will be returned to the USOE for scoring, reporting, and accountability.**

For *non-standard* participation mark only one:

- "NS - Accommodated" if accommodations are provided.
- "NS - Private or Home School" if the student is in a private school or is home schooled.
- "NS - Modified" if a modified assessment was administered.

For *non-participation* choose only one:

- "NP - Absent" if the student was not present during any part of the test administration period and was not able to make up the test.
- "NP - Excused" if the student could not take the test as a result of a medical emergency.
- "NP - Unknown Student" if the student is unknown.
- "NP - Officially withdrawn from class or school" if the student is no longer enrolled in the school.
- "NP - ELL First Year in U.S. Before April 15" if the student is an ELL student and enrolled before **April 15** of the current school year.
- "NP - RT" if the student refused to take the test.
- "NP - UAA, Utah's Alternate Assessment" if the IEP Team has determined this mode of participation.

DIRECT WRITING ASSESSMENT OVERVIEW

These directions for administering the Direct Writing Assessment should be followed **exactly** to ensure uniform test administration. When necessary, a proctor may clarify the directions. However, it is important to distinguish between permissible assistance, such as clarifying the directions, and assistance that might inadvertently indicate a way to address the writing prompt, which is the selected subject for the student's response.

The DWA is highly secure material and should be treated as such. The writing test prompts should never be used for review or for writing practice with students. **They should not be discussed with others.**

Do

- Read the directions word for word and ensure standardization of the test administration
- Let students use scratch paper for pre-writing.
- Have LEA-appointed personnel transcribe tests administered under specific accommodated conditions (e.g., Braille, physical access)

Don't

- Let students use a thesaurus or dictionary

CHECKLIST FOR TEST ADMINISTRATION

Before Testing:

___Verify with the school's Technical Coordinator that the MIST application is available on both student and proctor machines, and that the computers are ready for testing.

___Follow local policies and procedures for administering a training test to students. The purpose of this test is to familiarize students with the online system prior to the test's administration.

___Schedule sufficient time for the test. (This is not a timed test.)

___Ensure that scratch paper is available.

___Review the directions (see page 15) in order to effectively guide the students and answer their questions about the assessment procedure.

___Practice giving the directions before administering the test.

___Place the TESTING; DO NOT DISTURB sign on the door just before the test begins.

___Ensure that students are assigned to their workstation and that special codes are entered as appropriate. (See Administering a Test, STEP I, page 9).

___Ensure that the testing session is started from the proctor's machine. (See Administering a Test, STEP II, page 13).

During Testing:

___Proctor should have the following materials:

- this Proctor Guide and Test Administration Manual
- extra scratch paper
- a **TESTING; DO NOT DISTURB** sign

___Ensure students have as much time as needed during the one administration session (untimed test). **NOTE: If a student submits their response prematurely, it can be unlocked via the proctor workstation within one hour.**

___Provide each student with scratch paper for pre-writing.

___While students are typing, walk around the room to make sure they are entering their responses onscreen.

___In response to students' questions about the prompt, it is acceptable to restate the prompt and define any words in the prompt. You may not, however, give advice about how to respond to the prompt.

If there are any questions before or during testing that this document does not answer, you can contact Measurement Incorporated's Utah DWA Technical Support staff at **(866) 691-1231.**

After Testing:

___Ensure that the testing session is closed via the proctor workstation.

___Arrange a make-up test completion session for students who were absent.

___Collect the students' scratch paper and dispose of them in a secure manner.

Proceed to page 9 to get started.

Administering a Test

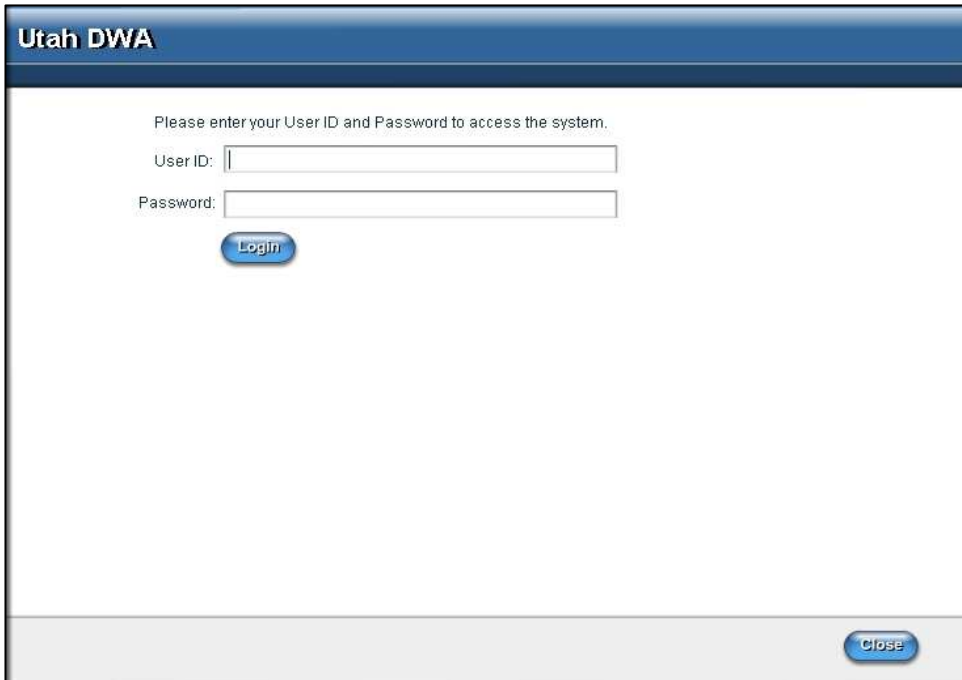## STEP I.   Select a test and assign a student to each computer.

The following steps should only be performed immediately before students arrive for the scheduled testing session. Once you select a test and assign a student to that computer, the computer is locked in test mode and cannot be used for any other purpose until testing is finished.

1. Access the *MIST* icon as instructed by your local technical coordinator. If the *MIST* icon is not displayed on the computer desktop, please contact your local technical coordinator.

2. Wait for the login screen to load. This may take a few seconds.

*If the message "Loading ...." shows on the screen for more than 45 seconds, please call our Technical Support staff at **(866) 691-1231**.*

3. From the Proctor/Tester Station Login screen, enter your *MIST* proctor **User ID** and **Password** and click **Login**. If you do not know your **User ID** and **Password**, please contact your school testing coordinator or LEA Assessment Director*.*

   You will see a list of the available tests on the Test Administration Summary screen.

4. Click to select the appropriate test from the list and then click **Tester Station**.

The Tester Station screen opens to the **Select a student** tab.

5. Click to select a pre-loaded student's name from the **Student** drop-down list. Then, select the **Test Form** (Standard or Large Print) from the drop-down list. (The **Seat Name** field is not required.)

Note	*If walk-in student registration is needed, follow the instructions below to assign the walk-in student to a Tester Station.* 1. *From the Test Administration Summary screen of the student's testing computer, select the appropriate test name.* 2. *Click on the **Tester Station** button.* 3. *Click to select "Unregistered Student" from the bottom of the **Student** drop-down list.* 4. *Click the **Submit** button. A student information screen will appear.* 5. *Type the student information in the required fields. These fields are:* • ***Student's LEA ID*** • ***Teacher/course (9+2)*** • ***First Name*** • ***Middle Initial (Optional)*** • ***Last Name*** • ***Date of Birth*** • ***Gender*** *Please be sure to enter the **Date of Birth** in the format specified.* 6. *Click **Next** to save the information and proceed to the Welcome screen.* 7. *Repeat Steps 1-6 for additional walk-in students as needed.*

6. Click **Submit** to assign the student to the computer (Tester Station) to take the test.

The Special Codes screen will be displayed.

7. If applicable, select a special code for **Non-Standard Participation** or **Non-Participation** from the corresponding drop-down lists. Please refer to page 5 for information about marking special codes for non-standard and non-participation.

	NOTE: *This will be the only opportunity to mark special codes for students. Once the* ***Next*** *button is clicked, the information on this screen will be captured for submission to the USOE. If incorrect data is submitted, please follow local or LEA procedures for documenting the correct data.*

8. Click **Next** to access the Tester Station Welcome screen.
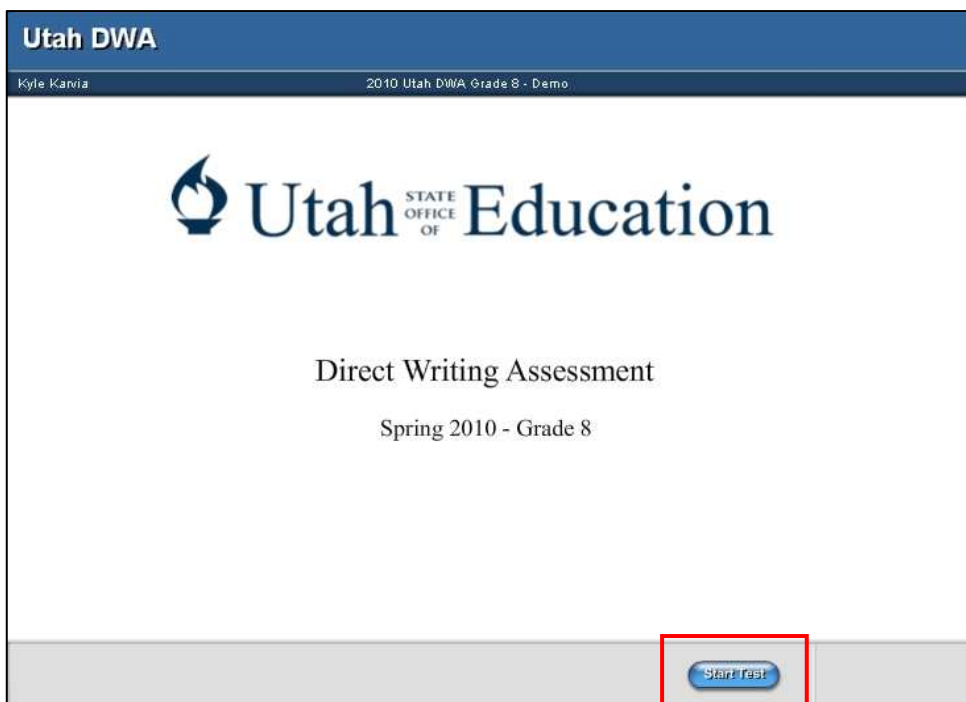
When the screen with the **Start Test** button is displayed, the students should wait until instructed to click the button. The student will be able to access the test once the proctor has started the testing session.

<p style="text-align:center">Move to the next computer and repeat STEP I until the remaining students for this testing session are assigned to a Tester Station.</p>

	Once all Tester Stations are set up, the proctor must now follow the instructions in STEP II to start the test administration. If a student clicks ***Start Test*** *on the Tester Station before you have started the test administration from the Proctor Station, a message will be displayed on the screen that begins, "The test has not started ...." To start the test, the student must follow the instructions on the message screen.*

STEP II. <u>Select a test</u> **from the Proctor Station and** <u>start the testing session.</u>

	*If you do not have access to a dedicated computer that can be set up as a Proctor Station, please call technical support at **(866) 691-1231** for remote proctoring assistance to start the test.*

1. Access the *MIST* icon as instructed by your local technical coordinator. If the *MIST* icon is not displayed on the computer desktop, please contact your local technical coordinator.

2. Enter your *MIST* proctor **User ID** and **Password** and then click **Login**. This is the same user id and password that was used in STEP I.

    If you do not know your **User ID** and **Password**, please contact your school testing coordinator or LEA's Assessment Director*.*

3. Select the test to be administered from the Test Administration list, and then click **Proctor Station**.

On the Proctor Station screen, all students who have been assigned to a computer for this testing session will be listed alphabetically under **Tester Name** and their **Status** will display as "Ready."

4. Click **Start Test** from the Proctor Station screen to enable the selected test administration to begin.

Note	*The **Start Test** button will be inactive ("grayed out") until the scheduled **Test Date** displayed on the Test Administration Summary screen. Once you click the active **Start Test** button, it will no longer be displayed on the Proctor Station screen for the selected test administration.* *For the current or subsequent testing sessions, either the **Pause Test** or **Resume Test** button will be displayed to pause or resume the test for the entire class or a single student (see Additional MIST Features on page 20 for detailed instructions).*

5. Instruct the students to sit at their assigned Tester Station. For verification, the student's name will be displayed in the upper left corner of the Welcome screen.

IMPORTANT

All directions following the word "SAY" are to be read aloud to students.

SAY: You should be sitting at the computer you have been assigned to. Your name should be displayed in the top left corner of the screen. On your screen you should see directions for this test. For this test, you will respond to a prompt given to you on the next screen. You may use your scratch paper to write notes or create an outline to help plan your response. These notes will not be scored. Remember that planning your response before you begin to type may help make your response clearer and more complete.

This is an untimed test. After you have finished typing your response, read over your work. You may want to use the Writer's Checklist that appears at the bottom of this screen to evaluate your paper.

Follow along with the Directions and Writer's Checklist as I read them aloud. Scroll down to see the Writer's Checklist.

Directions

1. *Read the writing prompt as your teacher reads it out loud.*

2. *Decide what you think about the topic. What is your opinion? Consider the opposite opinion, too.*

3. *Think of reasons to support your opinion. Be sure to state your supporting reasons in your response.*

4. *Plan how you will organize your response.*

5. *Try to persuade your audience to agree with your opinion.*

6. *Attempt to thoroughly respond to the prompt. Proofread your response to check your writing. You may use the Writer's Checklist below.*

Writer's Checklist

Ideas and Organization
- ✓ *Think about your purpose for writing.*
- ✓ *Develop your opinion about the topic.*
- ✓ *Support your opinion with reasons, explanations, and examples.*
- ✓ *Present you ideas in the order that best supports your opinion.*

Voice and Word Choice
- ✓ *Use language that sounds natural.*
- ✓ *Use specific and accurate words.*
- ✓ *Write your response to your audience.*

Sentence Fluency
- ✓ *Use sentences that vary in structure and length.*
- ✓ *Make your sentences flow smoothly.*

Conventions
- ✓ *Capitalize, spell, and use correct punctuation (periods and commas, for example).*

SAY: First, plan your response, and then begin to type. Proofread your response to check for complete sentences and correct punctuation and spelling. You will submit your response by clicking on the **Finish** button and then click on the **Exit** button to confirm that you are finished. Once you have finished, please raise your hand and I will collect your scratch paper. Then, click **Close** to exit the test session. When you are finished, please sit quietly so that you do not disturb others who are still working. Do not talk to anyone while others are still taking the test. Are there any questions?

Answer any questions.

SAY: I will now read the prompt for this test. Please click the **Next** button at the bottom of the screen.

Read the prompt from one of the student's screens.

**SAY**: You may now begin your test.

*NOTE: When the Tester Station is in test mode, some keyboard keys used for word processing do not have the same function in the MIST application. For instance, students CANNOT use the **Tab** key for paragraph indention in the text box area. However, the following keys have the same functionality and can still be used in test mode: **Backspace**, **Enter**, **Shift**, **End**, **Home** and **Caps Lock**.*

In addition, the mouse right-click option and shortcut keys are disabled in test mode. For word processing, please instruct the students to use the toolbar options (cut, copy, paste, undo, redo, increase text size and decrease text size) available in MIST.

If a student does not respond to the prompt and clicks **Finish**, a warning box appears asking the student for confirmation to submit the response. Instruct the student to click **No** to return to the test.

Are you sure you want to submit an incomplete test?

Yes   No
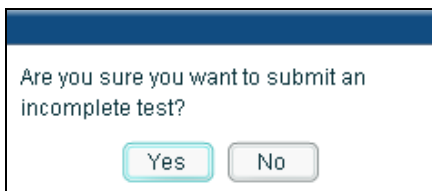
6. Once the students click **Finish** and then **Exit** to submit their response, each Tester Station screen displays a message that begins *"Your test has been submitted..."* This verifies that the student's response was successfully submitted.

Utah DWA

Kyle Kanvia   2010 Utah DWA Grade 8 - Demo

Your test has been submitted. Click on the Close button to exit.
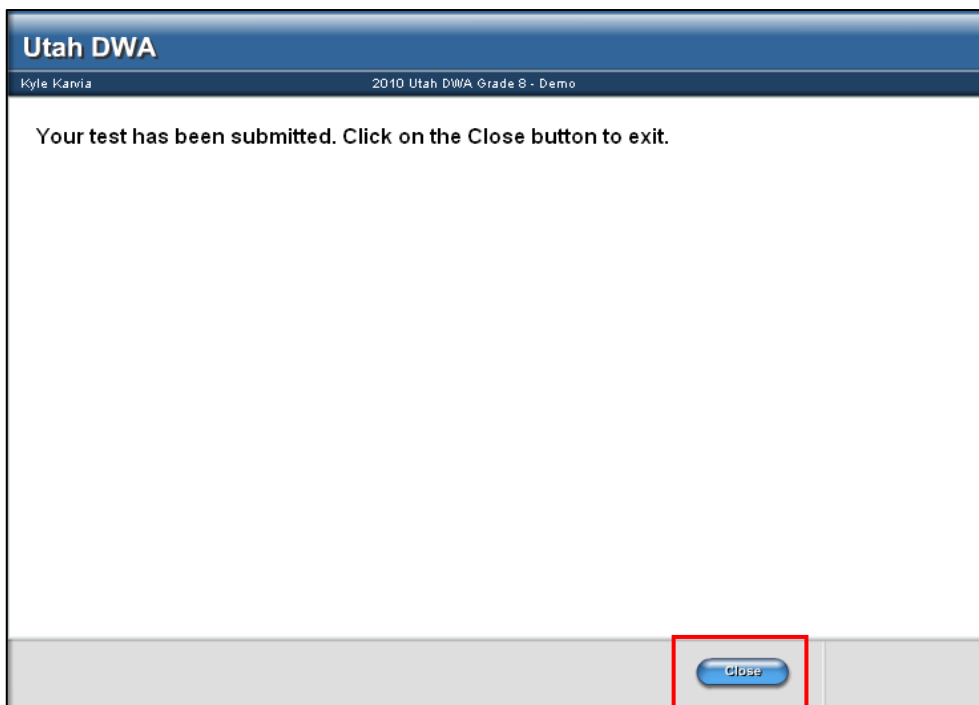
Close

7. Once the students click **Close**, the *MIST* application ends and unlocks the Tester Station computer.

Note	*If a student accidentally submits an incomplete test, proctors can click the "Restart" icon from the Proctor Station to change the tester **Status** from "Finished" to "Paused". The status icon will only be displayed for one hour after the student has submitted the test. (See **Restarting a Finished Test** on page 19 for detailed instructions). When the student is ready to complete the test, follow the instructions outlined in **Resume a Test for One or More Students ...** on page 20 to resume testing.*

ADDITIONAL *MIST* FEATURES
AND
TROUBLESHOOTING TIPS

Feel free to contact Utah DWA Technical Support for assistance prior to and during the scheduled test administration.

Phone: (866) 691-1231
or
Email: support@utahwrite.com

The table below defines the Status icons and descriptions displayed on the Proctor Station screen for each student. This information will be helpful when administering the test.

Status	Status Icon
Ready	⏸
Taking Test	⏸
Seat Change	▶
Paused	▶
Finished (Restart)	↻
Finished	**None**

A. Restarting a Finished Test (e.g., a student accidentally submits an incomplete test)

NOTE: The status icon will only be displayed for one hour after the student has submitted the test.

1. From the Test Administration Summary screen on the proctor computer, select the test you want to restart by clicking on its name.
2. Click on the **Proctor Station** button.
3. Find the student's name(s) listed in alphabetical order on the screen. You may need to use the **Page** navigation arrows at the bottom right of the Proctor Station Main screen.
4. Then, click on the "Restart" icon and the tester **Status** will change to "Paused".
5. When a student is ready to finish testing, follow the instructions to **Resume a Test for One or More Students...** on page 20 to resume the test.

B. Pause a Test for One or More Students (e.g., a student is absent for the current test session)

In the event that a student who has been assigned (submitted) to a testing computer is absent for the current test session, follow the instructions below to pause the test for a subsequent test session. **NOTE: If an absent student has not been assigned to a testing computer, no action is required***.*

1. From the Test Administration Summary screen on the proctor computer, select the test to be paused by clicking on its name.
2. Click on the **Proctor Station** button.
3. Find the student's name(s) listed in alphabetical order on the screen. Then, in the far right-hand column of the student's row, click on the **Status** icon to change the status from "Taking Test" to "Paused." The student's test(s) is now paused.
4. At the testing computers, call for instructions to close the test application (**(866) 691-1231**).
5. At the proctor computer, click **Close** to close the Proctor Station screen and then click **Log Off** to close *MIST*.

 When you are ready to resume the paused test(s), follow the instructions in Part C below.

C. Resume a Test for One or More Students (e.g., a student is "Paused" in the Proctor Station)

1. When you are ready to resume testing, log in to the student's testing computer(s) using the proctor User ID and Password.
2. Click on the **Tester Station** button.
3. Click on "Reassign Existing Tester" and click on the student's name in the list. If the student's name is not displayed, click **Refresh** to refresh the screen.
4. Click on the radio button next to "Keep Existing Seat," check that the test form is correct, fill in the "Reason" text box (mandatory), and click **Submit**.
5. The student's screen will now display the following message: "*The test has been paused. Click* **Continue** *once the proctor has resumed the test.*"
6. Login to the proctor computer and select the test to be resumed by clicking on its name from the Test Administration Summary screen.
7. Click on the **Proctor Station** button.
8. Find the student's name in the alphabetical list. You may need to use the Page navigation arrows at the bottom right of the Proctor Station Main screen.
9. Then, in the far right-hand column of the student's row, click on the **Status** icon to change the status from "Seat Change" to "Taking Test."
10. Instruct the student(s) to click **Continue** on the testing computer screen.

D. Pause and Resume a Test for All Students (e.g., in the event of a fire drill)

1. From the Test Administration Summary screen on the proctor computer, select the test to be paused by clicking on its name.
2. Click on the **Proctor Station** button.
3. Click on the **Pause Test** button. All students will show up as "Paused" in the Status column, and the students testing screens will display a message that begins "The test has been paused…"
4. At the proctor computer, click **Close** to close the Proctor Station screen and then click **Log Off** to close *MIST*. *DO NOT close the student testing computers.*
5. When you are ready to resume testing, login to the proctor computer and select the test to be resumed by clicking on its name from the Test Administration Summary screen.
6. Click on the **Proctor Station** button.
7. Click on the **Resume Test** button and instruct the students to click the **Continue** button on their testing computers. All students will show up as "Taking Test" in the Status column, and the individual icons will reappear.

E. Pause and Resume a Test for One or More Students (e.g., to go to the bathroom)

1. From the Test Administration Summary screen on the proctor computer, select the test to be paused by clicking on its name.
2. Click on the **Proctor Station** button.
3. Find the student's name(s) listed in alphabetical order on the screen. Then, in the far right-hand column of the student's row, click on the **Status** icon to change the status from "Taking Test" to "Paused." The student's test(s) is now paused.
4. When the student(s) is ready to resume testing, find the student's name in the alphabetical list. You may need to use the Page navigation arrows at the bottom right of the Proctor Station Main screen.
5. Then, in the far right-hand column of the student's row, click on the **Status** icon to change the status from "Paused" to "Taking Test."
6. Instruct the student(s) to click **Continue** on the testing computer screen.

F. Resume a Student Who Has Been Disconnected from the System

1. At the proctor computer, click on the test name to select it.
2. Click on the **Proctor Station** button.
3. Find the student's name in the alphabetical list. Then, in the far right-hand column of the student's row, click on the **Status** icon to change it to "Paused".
4. If you are moving the student to a new testing computer, go to Step 4 of **Move a Student to a Different Testing Computer** (see section G below). Otherwise, go to step 5.
5. Call for instructions on closing the test application (**(866) 691-1231**).
6. At the student's testing computer, log in using the proctor User ID and Password.
7. Click on the **Tester Station** button.
8. Click on "Reassign Existing Tester" and click on the student's name in the list. If the student's name is not displayed, click **Refresh** to refresh the screen.
9. Click on the radio button next to "Keep Existing Seat," check that the test form is correct, fill in the **"**Reason" text box (mandatory), and click **Submit**.
10. The student's screen will now display the following message: "*The test has been paused. Click **Continue** once the proctor has resumed the test.*"
11. Return to the proctor computer and click on the appropriate test to select it.
12. Click on the **Proctor Station** button.
13. Find the student's name in the alphabetical list. Then, in the far right-hand column of the student's row, click on the corresponding **Status** icon to change the student's status from "Seat Change" to "Taking Test."
14. Instruct the student to click **Continue**.

G. Move a Student to a Different Testing Computer

1. At the proctor computer, select the test to be stopped by clicking on its name.
1. Click on the **Proctor Station** button.
2. Find the student's name in the alphabetical list. Then, in the far right-hand column of the student's row, click on the **Status** icon to change the student's status to "Paused."
3. At the student's new testing computer, log in using the proctor User ID and Password.
4. Click on the correct test name and then click on the **Tester Station** button.
5. Click on the "Reassign Existing Tester" tab and click on the student's name.
6. Click on the radio button next to "Assign new seat," select the correct test form, fill in the "Reason" text box (mandatory), and click **Submit**.
7. The screen on the student's new testing computer will display the following message: "*The test has been paused. Click **Continue** once the proctor has resumed the test.*"
8. Seat the student at the new computer, and instruct the student to wait.
9. Return to the proctor computer and find the student in the alphabetical list. Then, in the far right-hand column of the student's row, click on the **Status** icon to change the student's status from "Seat Change" to "Taking Test."
10. Instruct the student to click **Continue** on the computer screen.
11. Close the *MIST* application on the student's old testing computer. For instructions, call **(866) 691-1231**.

Utah DWA Technical Support

If you have forgotten your password or have any questions about *MIST*,
our support staff is available Monday through Friday between the hours of 6 AM and 4 PM MST.

Phone: (866) 691-1231
Email: support@utahwrite.com